

WOODWAY PUBLIC SAFETY
DEPARTMENT

NOW HIRING

COMMUNICATION SPECIALIST I



COMMUNICATIONS AND RECORDS CLERK DUTIES

RECEIVES AND DISPATCHES ALL EMERGENCY AND NON-EMERGENCY CALLS

OPERATES THE RADIO CONSOLE AND 911 TELEPHONE SYSTEM

CONDUCTS COMPUTER SEARCHES

RECORDS WORK AND ALARM MONITORING DUTIES

TYPES ALL RECORDS FOR THE DEPARTMENT

EMPLOYMENT BENEFITS

PAID EMPLOYEE MEDICAL PREMIUMS

PARTIAL PAID FAMILY MEDICAL PREMIUMS

LONGEVITY PAY

13 PAID HOLIDAYS

10 TO 20 DAYS OF ANNUAL PAID VACATION

**APPLICANTS MUST BE AT LEAST 18 YEARS OLD, HAVE A HIGH SCHOOL
DIPLOMA OR GED, AND HAVE A VALID DRIVER'S LICENSE.**

TO APPLY: WOODWAYTEXAS.GOV